

The California Managed Risk Medical Insurance Board

MRMIB Exam Bulletin

CALIFORNIA
STATE
GOVERNMENT



An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION: Deputy Director, Administration – CEA 3 (Sacramento)

FINAL FILING DATE: January 31, 2003

SALARY RANGE: \$7648-\$8432

HIRING FREEZE EXEMPTION HAS BEEN GRANTED

GENERAL STATEMENT: The Managed Risk Medical Insurance Board (MRMIB) is a department of the California Health and Human Services Agency. The Board currently administers three programs: (1) Healthy Families Program (HFP) which provides comprehensive health, dental, and vision coverage to uninsured children living in low-income households, (2) Major Risk Medical Insurance Program (MRMIP) which provides health insurance to those who are unable to obtain coverage in the individual insurance market due to a pre-existing health condition, and (3) Access for Infants and Mothers (AIM) Program which provides low-cost health insurance to low-income pregnant women and their infants.

DUTIES AND RESPONSIBILITIES: This position is the manager in charge of the administrative policy, fiscal integrity, and accountability of the Board's programs and manages a Division of 24 managers and staff. This position is a full participant in the Board's management team and performs the following activities:

- Oversees the specialized fiscal forecasting operation of the Board, including the forecasting of the Healthy Families allocation, the Major Risk Medical Insurance Fund, and the Perinatal Insurance Fund and ensuring the solvency of the programs. Oversees the overall program fiscal expenditures and adjusts expenditure and reserve forecasts as required. Provides fiscal background and analyses needed by MRMIB to respond to control agency information requests, legislative proposals, and press inquiries.
- Develops and presents the Board's support and local assistance budget. Monitors program performance and expenditures to assure the fiscal integrity of the Board. Serves as primary liaison to the Legislature, Department of Finance, and other control agencies on all budget issues and negotiations. Delivers testimony to the Legislature on MRMIB-related issues.
- Oversees the contract for external accounting services. Oversees personnel and labor relations functions which include classification, pay, and benefits for employees; recruitment and selections; and safety and security. Coordinates and processes all contracts and grants, through which MRMIB conducts most of its business activities. Manages business services functions of MRMIB and acquires goods, services, and equipment and acquires and allocates space and communications services.
- Reviews periodic reports from participating health plans on subscriber premium revenues and expenditure trends; identifies problems and recommends changes in participating health plan operations or in program policies, systems, or procedures as needed. Coordinates responses to all financial and audit requests from the federal government and assures that MRMIB complies with all federal statutory and regulatory requirements.
- Coordinates program regulations to ensure they reflect current policies and practices. Serves as primary liaison with the Office of Administrative Law and prepares regulation packets for submission to control agencies.
- Maintains information systems that provide management reports and analyses from information submitted by the Board's administrative vendors for health, dental, and vision plans and from information available from public data bases and other state agencies. Maintains department's local area network and desktop applications and coordinates any required feasibility study reports.

EXAMINATION PROCESS: A preliminary review of all applications and Statements of Qualifications will occur immediately following the final filing date. Applicants with the most desirable qualifications and background will have their applications submitted to the Executive Director for further consideration. A Review Committee or the Executive Director will conduct interviews. All applicants will be notified of the final results. The results of this examination will only be used to fill the position identified on this examination announcement.

REQUIREMENTS FOR ADMITTANCE TO THE EXAM: Permanent California State civil service status or service as a Legislative employee meeting the criteria in Government Code Section 18990, or service as an exempt employee in the Executive Branch meeting the criteria in Government Code Section 18992, and the following knowledge and abilities:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; policies and practices in the area of state contracting and business services; basic principals of information systems and information management; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

Ability to: plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

This knowledge and ability is expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

SPECIAL PERSONAL REQUIREMENTS: Ability to perform high administrative and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS: In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the aforementioned minimum qualifications:

- Varied administrative managerial experience including management of projects in the fiscal, program evaluation, personnel, information technology, business services, and legislative arenas
- Demonstrated strength in communicating complex and/or sensitive information in both oral and written format
- Knowledge of California health programs

HOW TO APPLY: Submit a Standard State application (Std. 678), a Statement of Qualifications, resume, and references. For Statement of Qualifications, applicants are to provide a comprehensive narrative statement of their knowledge, skills, and abilities that are directly related to the Minimum and Desirable Qualifications for this position. Where applicable, applicants should relate their qualifications to the mission of MRMIB. Applicant's Statement of Qualifications should be no more than two typed pages in length. **Consideration for interview is based on submission of all application materials.** Application and Statement of Qualifications may be filed in person or via mail with the Managed Risk Medical Insurance Board Personnel Office, C/O Office of Statewide Health Planning and Development, Attention: Lisa Kehoe, Personnel Officer, 1600 9th Street, Room 350, Sacramento, California 95814. Applications must be postmarked by January 31, 2003. Applications personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

QUESTIONS? If you have questions concerning this examination or require special testing arrangements, please contact the Examination Services Unit at (916) 657-2848. California Relay Telephone Service for the deaf or hearing impaired is TDD Voice 1-800-735-2922. Also, see the following websites for further information regarding this CEA examination: <http://www.mrmib.ca.gov> or <http://www.spb.ca.gov/wvpos>.